The Institution of Engineering and Technology

Creating a world of better opportunities

Job description

Governance Manager – Compliance

Hybrid - Stevenage

Permanent

Grade 10

Full Time - 35 Hours per Week

Reports to: Group General Counsel

Where the role fits

Governance and External Engagement (GEE) is a specialist hub for teams and professionals who support the IET in delivering effective and impactful corporate support, governance and compliance to leading on the charity's fundraising initiatives and growth.

Across several centres of excellence, GEE brings together the teams responsible for developing and managing our dedicated global network of volunteers, who champion our voice and help progress the engineering and technology topics that matter. Our Technical Regulations team works with experts to produce and update the IET Wiring Regulations, the UK's national standard for electrical installations, as well as other guides. GEE's policy team strives to inform and influence government policy, engaging with our community of experts, and our EDI team endeavours to knock down the barriers many face in achieving a rewarding career in STEM (Science, Technology, Engineering and Maths). Our Legal, Data, Compliance and Governance teams help safeguard the organisation, enabling the IET to pursue its strategic objectives through effective governance, risk management, regulatory compliance and responsible use of data.

Purpose of the role

Reporting to the IET's Group General Counsel, the Governance Manager (Compliance) supports and shapes effective governance across the Board. The role contributes to enabling the Board to fulfil its legal and regulatory obligations, while promoting robust compliance and governance practices. This includes providing high-level advice aligned with best practice, alongside working collaboratively to support the Board and its Committees in their oversight and decision-making.

Our leadership charter

Leadership is important. It helps create the culture that we need to be a success – as individuals, as teams and as an organisation. As part of our framework, we have four behaviours we specifically look for in our leaders:

- **Shares vision** – by setting a clear shared vision of success for the organisation
- **Sparks engagement** – by empowering, inspiring, and developing people
- **Skilfully executes** – by setting stretching performance expectations, reviewing progress, and holding people to account to deliver planned outcomes
- **Sustains progress** – by recognising achievement and encouraging continuous improvement and experimentation

Our volunteer management expectations

Supporting volunteers effectively is central to the success of the IET. Colleagues are expected to work in ways that enable volunteers to contribute confidently, feel valued, and deliver meaningful impact through their roles.

As part of this role, colleagues are expected to demonstrate the following behaviours when working with volunteers:

- **Shares purpose –** Clearly communicates the purpose and impact of volunteer roles, ensuring volunteers understand how their contribution supports the goals and outcomes of the IET.
- **Builds engagement –** Creates a welcoming and inclusive environment for volunteers by building positive relationships, encouraging participation, and supporting volunteers to develop confidence in their roles.
- **Enables delivery –** Provides clear direction, appropriate resources, and practical support so that volunteers can carry out their responsibilities effectively and safely.
- **Sustains involvement –** Recognises and values volunteers' contributions, listens to feedback, and helps identify improvements that strengthen the volunteer experience and long-term engagement.

Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

Main duties and responsibilities (not necessarily in priority order)

- Oversee and coordinate the effective planning, administration and smooth running of Board of Trustees and Committee meetings, including agenda setting, logistics, use of electronic meeting systems, and the taking of accurate minutes (on a shared basis), ensuring appropriate records of decisions, papers and resolutions are maintained. Support the onboarding and ongoing development of Trustees, maintain governance records including the Register of Trustees' Interests and conflicts of interest register, coordinate Trustee training and development activities, and help ensure the Board maintains an appropriate balance of skills, knowledge and experience.
- Work closely with the Senior Staff Members and Board/Committee Chairs to support forward planning, ensuring Board and Committee Forward Plans are maintained, aligned to priorities, and adhered to.
- Ensure the Board of Trustees, President, Executive Directors and relevant stakeholders receive clear, timely and practical governance advice and guidance to enable them to fulfil their legal, regulatory and governance responsibilities, promoting good governance practice and effective decision-making throughout the organisation.
- Support the Governance and External Engagement Director maintain oversight of governance frameworks and structures, ensuring an efficient and effective Board and Committee architecture, including the review and maintenance of terms of reference, schemes of delegation, and matters reserved.
- Support the Governance and External Engagement Director to undertake governance reviews aligned to the Charity Governance Code and wider best practice, proactively identifying and implementing improvements to the IET's Governance Operating Model.
- Monitor compliance with statutory and regulatory requirements, including the Companies Act and Charities Act, support the Group General Counsel in the preparation and coordination of statutory returns and formal filings; and maintain governance-related registers, including Declarations of Interest.
- Establish and oversee robust processes to ensure compliance with charity and company law, Charity Commission and Companies House requirements, and internal governance KPIs, providing assurance to the Board and Executive as required.
- Act as custodian of the IET's Royal Charter, Bye-laws, Regulations and governance framework, providing guidance on their application and overseeing proposed amendments, including engagement of external legal advice where appropriate.
- Oversee the planning and delivery of Annual General Meetings and Special General Meetings, ensuring compliance with constitutional requirements and effective conduct of business.
- Provide governance and secretariat support to the IET's UK legal entities, ensuring governance processes are implemented effectively, statutory and corporate records are maintained, and entity administration is conducted in accordance with the IET's governance standards. Support governance and secretariat activities for the IET's international entities, promoting consistency of approach and coordination with local requirements, whilst recognising that overall responsibility for the design, oversight and legal adequacy of governance and legal frameworks across the group rests with the Group General Counsel.
- Develop clear and accessible governance briefings, Trustee communications and Board decision-support materials for Trustees, Directors, Council Members and other stakeholders, supporting effective governance and decision-making. Responsibility for operational reporting, delivery updates and implementation of Board decisions rests with the Executive function.
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- Support effective governance decision-making by working collaboratively across the IET to ensure governance processes, approvals and decision-making pathways are proportionate, efficient and clearly understood, enabling the Board, Council and Committees to discharge their responsibilities effectively.
- To be nominated to hold accounts and to assist and coordinate the compliance requirements of international accounts on behalf of the Board of Trustees, as required, and maintain and update information relating to the Trustees in relation to any relevant account.
- Communicate Board and Committee decisions to relevant stakeholders, ensuring decisions, actions and resolutions are accurately recorded, appropriately communicated and subject to governance oversight through established reporting processes.
- Maintain and continually improve processes that enable effective Board decision-making outside formal meeting cycles where required.
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Deliver operational excellence:** You'll be responsible for the efficient and effective execution of day-to-day tasks and projects, ensuring they align with organisational goals.
- **Collaborate for success:** You'll work closely with colleagues across departments, fostering open communication and a collaborative environment to achieve shared objectives as a One IET team.
- **Support continuous improvement:** You'll actively participate in identifying areas for improvement and implementing solutions to enhance efficiency and effectiveness within your area.
- **Develop and motivate teams:** For manager roles, you'll be responsible for coaching, motivating, and facilitating the learning and development your team to achieve their full potential, fostering a positive and inclusive work environment.
- **Enhance team strengths:** You'll support your team in understanding and using their individual strengths to improve productivity and engagement, ensuring everyone can contribute effectively.

Skills and experience required

- Demonstrable experience in a governance role, providing high-quality, customer-focused corporate governance support to senior leadership teams, Boards and Committees within a charity, membership or similarly values-driven environment.
- Strong understanding of governance frameworks, operating models and current best practice, with up-to-date knowledge of relevant legal and regulatory requirements, including Charity Commission guidance.
- Proven experience of end-to-end Board and Committee support, including agenda planning aligned to business priorities, drafting and reviewing high-quality papers, briefing stakeholders, producing accurate minutes, tracking actions, managing conflicts of interest, and supporting the recruitment, induction and development of members.
- Experience of building effective relationships and working closely with trustees, volunteers, directors and senior stakeholders, demonstrating strong stakeholder management and influencing skills.
- Professionally qualified in governance (CGI/ICSA or equivalent), or able to demonstrate equivalent experience.
- Strong organisational skills with a high level of attention to detail and accuracy, and the ability to manage competing priorities effectively.
- Excellent written and verbal communication skills, with the ability to tailor messaging to a range of audiences and produce clear, concise documentation.
- Proficiency in Microsoft Office and experience of using governance or Board management systems, with a strong understanding of document management, records retention and information governance best practice.
- Ability to identify, develop and implement agile and effective governance practices that support timely and robust decision-making.
- Demonstrated ability to manage confidential and sensitive information with discretion and professionalism.
- Experience of developing, managing and monitoring budgets.
- A collaborative and flexible approach, with the ability to work both independently and as part of a wider team.
- Resilience and the ability to work under pressure, delivering to tight deadlines while maintaining quality.
- A clear commitment to equality, diversity and inclusion in all aspects of work.

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Leadership and motivation:** Where required, experience in a role is demonstrating strong leadership, motivational abilities, and the ability to delegate effectively.
- **Collaborative communication:** You'll possess excellent written and verbal communication skills with a focus on active listening, clear communication, and building strong relationships with colleagues.
- **Strong organisational and time management:** You'll demonstrate excellent organisational skills with the ability to prioritise effectively, manage your workload to meet deadlines consistently, and ensure project deliverables are achieved on time and within budget.
- **Technical and operational expertise:** You'll possess a strong understanding of the relevant technical or operational area, coupled with a strategic mindset and problem-solving skills to identify and implement solutions to ensure smooth delivery.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Promoting a positive and inclusive work environment:** You'll be passionate about creating a positive and inclusive work environment where diversity is celebrated, teamwork is valued, and collaboration thrives.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

Document control

Authorised by	*Job Title*	*Date*
Zaheed Hussein	Group General Counsel	20.10.2026
Strategic People Partner	*[Insert Initials and Job Title of Authoriser]*	*[MM.YYYY]*

This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.

It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handing, as well as current Health and Safety policies.